

getting job ready

Getting started

- Consider what industry you would like to work in. Not sure? Try a career quiz: joboutlook.gov.au/careerquiz
- Dot point your transferable skills that would be relatable to the industry.
- Create a resume. Our headspace Adelaide Employment and Education Consultant has developed a guide available to download via www.headspace.org.au/adelaide
- Use a pre-formatted [resume template](#) in Microsoft Word.
- Contact your referee's to let them know you are looking for work and confirm they are happy to be a reference for you.

Looking for work

- Create a new email account. Don't subscribe your professional emails to online stores/ sale updates, or you might miss an important email from a potential employer.
- Make sure your email address is professional.
- Have you created an account for Job Search Engines? Another helpful link during COVID-19 www.dese.gov.au/covid-19/jobs-hub
- When applying for jobs, ensure your cover letter is tailored for the role you are applying for (link to guideline for cover letter writing)

Next steps

So you have submitted your application, written a tailored cover letter, addressed all the criteria...and have not heard back?

- Give them a call, ask for the HR manager, and introduce yourself.

Lucky you, you have an interview!

- Phone interview? Practice a phone interview with a friend to boost your confidence.
- Face to face interview? Do a "dry run" so you know where you are going, which bus to take or where to park. This will help ease anxiety of going to a new place.
- During COVID-19, many employers are using online video conferencing. Ensure you know how to use their interview program prior to the interview. Check your audio and video work, and make sure your video background is professional.
- Ensure you have appropriate clothing for an interview. Second hand stores, Kmart and Target are a good option for affordable clothes.
- Prepare to impress. Get a fresh haircut and ensure your clothes are clean and ironed and your footwear is clean (no scuffs).
- Research the company, google interview questions and prepare answers.
- Practice a 30 second pitch on why you should get the job.

Good luck!